



Neighborhood and Community Engagement Commission

Agenda Item: 6

Advisory Information

Title: **Neighborhood Best Practice Guides**

☐ Action ☒ Discussion ☐ Informational

Date: 1/22/2014

Prepared By: Robert Thompson

Attachments: Draft Guide for Neighborhood Bylaws

Requested Action

No action is requested, the Commission is asked to provide feedback on the draft guide.

Background

In 2010, NCR staff and NCEC members met with more than 60 neighborhood organizations at dozens of meetings across the city to gather their input on developing the Community Participation Guidelines. A frequent request during these meetings was for NCR to gather and share “best practices.” These requests were also heard in follow up focus groups and meetings in 2011 and 2012.

Discussion

In response to these requests from neighborhood organizations, NCR staff have developed a number of draft guides to best practices for neighborhood organizations, and are preparing several more. These guides can be used as handouts, or an online reference for neighborhood organizations in response to governance, management, legal or program questions or concerns. These guides are based on NRP legal advisories, historical documentation, research conducted by NCR staff, and precedent of past guidance given to neighborhood organizations by NRP, MCDA and the NCR. NCR staff also seeks outside consultation with attorneys experienced with nonprofit tax and nonprofit law.

NCR staff would like to consult regularly with NCEC while developing these guides for neighborhood organizations. We propose to bring one guide per month for review and feedback from the NCEC on the content and form of the guides. In addition to consultation with NCEC, NCR staff will also be consulting as necessary with City staff, external attorneys, auditors, and other individuals or groups with expertise in subject matters.

Review and consultation with NCEC will also help NCEC members understand the NCR staff approach when providing recommendations and solutions for neighborhood organizations. This will also help ensure we are providing consistent guidance to neighborhood organizations’ staff and volunteers.

As an example, please see the attached guide on Neighborhood Organizations and Bylaws. Additional guides currently in development include:

1. Neighborhood organizations and elections
2. Open participation in neighborhood organizations

3. Partnerships and alliances
4. Hiring staff and contractors
5. Financial management and oversight
6. Board roles and responsibilities

Some documents may be brief, some may be several pages in length.

Please note that, while some of these guides may be published by NCEC, others may be published by external legal counsel, as the NRP Legal Advisories were in the 1990s.

Please see the attached Draft Guide for Neighborhood Bylaws as an example.

Recommendations

Resolved that NCEC will work with NCR to review and provide feedback on Neighborhood Guides.